



USAID/Ghana is looking for a highly motivated and qualified Ghanaian to join the Health Team as **Program Management Assistant for the President's Malaria Initiative Program (PMI)**. The successful candidate will provide programmatic and administrative support to the USAID Malaria Advisor/Program Manager and the Centre for Disease Control (CDC) Technical Advisor for PMI.

(Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/gh/employment/index.htm> for a detailed job description)

Education & Prior Work Experience: A bachelor's degree or equivalent in public health, sociology/social sciences, economics, business, accounting or other health-related field. Further training, and/or certificate of specialization in a health or development related field is highly desirable. A minimum of three years experience in progressively responsible positions in programs addressing health issues with international organizations, host government, other donors or Non-Governmental Organizations is also required. Community-based development program experience a plus.

Skills and abilities: The successful candidate must demonstrate strong written and oral communication and interpersonal skills. Must be able to present him/herself in a professional manner in varied settings and be comfortable with public speaking to clearly articulate program data requirements and other aspects of PMI programs in meetings and workshops. Proficiency in Microsoft office is required. The successful candidate must possess excellent organizational skills

Salary Range: GH¢10,822 – 16,232 per annum (depending on qualification and experience)

Interested individuals should submit covering letter and curriculum vitae with referees to:

Program Management Assistant (PMI)

USAID/Ghana

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov (position must be clearly stated in the subject line of your email)

CLOSING DATE: 16th February, 2010

(Please note that only short-listed applicants will be contacted)